

EDUCATION & TRAINING TOOLKIT

Individual Learning Needs Assessment/Skills Checklist

NAME: _____ DIVISION: *PUBLIC HEALTH PREPAREDNESS AND EMERGENCY RESPONSE*

SIGNATURE OF APPROVING AUTHORITY: _____ DATE: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

PUBLIC HEALTH PREPAREDNESS AND EMERGENCY RESPONSE SKILL SET (C.6)

Date	Category	Criteria for evaluation	Skill met / evaluation date	Skill unmet / evaluation date	Resources to address learning needs	Date for skill to be met
	Planning	1. Demonstrates ability to create and update local health department public health preparedness plans				
		2. Maintains and updates all hazards preparedness plans on an annual basis				
		3. Collaborates with community partners and local health department staff to identify and assess public health risks to the community				
		4. Creates and maintains a framework to mitigate, prepare for, respond to, and recover from identified risks				
		5. Attends planning meetings with community partners as appropriate				
	Education & Training	1. Maintains own up-to-date training in NIMS, ICS, and other emergency preparedness and response trainings as appropriate				
		2. Attends outside training and educational seminars that are related to emergency preparedness				

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	Education & Training	3. Demonstrates ability to train health department staff in <i>the role of the local health department</i> during a public health emergency				
		4. Demonstrates ability to train health department staff in <i>their individual assigned roles</i> during an emergency				
		5. Ensures that local health department staff are aware of and current in the National Incident Management System (NIMS) and the Incident Command System (ICS)				
	Community Collaboration	1. Effectively communicates with all stakeholders in the community with regard to emergency response				
		2. Collaborates with community partners in planning for an emergency response				
		3. Educates community partners on the role of the local health department during emergency events which affect the public's health				
		4. Encourages and supports all-hazards approach to community response planning				

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	Communication	1. Effectively communicates with all partners at local, state, and federal level				
		2. Maintains open lines of communication and information sharing with these partners as needed				
		3. Communicates well with decision/policy makers				
		4. Provides preparedness planning information and updates as requested to policy makers and elected officials				
		5. Develops, executes and evaluates emergency response communication system for the local health department				
		6. Implements changes as needed to communication plan, i.e. Improvement Plan (IP) and Corrective Action Plan (CAP)				
		7. Develops, executes, and evaluates crisis emergency risk communication (CERC) plan and system for local health department communication to the public and other emergency response agencies and stakeholders				
		8. Implements changes as needed to public and partner agency communications plans				

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	Policy Development	1. Demonstrates ability to develop standard operating procedures (SOPs) for assigned/identified public health tasks during an emergency event				
		2. Demonstrates ability to develop the LHD's Mass Prophylaxis/Vaccination Plan, as part of all-hazards planning				
		3. Updates the Mass Prophylaxis/Vaccination plan annually, as part of all-hazards planning				
		4. Communicates plans to stakeholders at all levels				
		5. Submits appropriate plans to the Emergency Management Agency to be incorporated into the County/ Comprehensive Emergency Management Plan (CEMP) in accordance with Emergency Support Function (ESF) 8 – Public Health and Medical				

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	Exercises & Drills	<ol style="list-style-type: none"> Develops, executes, and evaluates plans using appropriate exercises or drills, such as: <ul style="list-style-type: none"> · Discussion Based Exercises/Training (Seminars, Workshops, Tabletop Exercises, Games) · Operation Based Exercises (Drills, Functional Exercises, Full Scale Exercises) 				
		<ol style="list-style-type: none"> Develops and maintains an all hazards training and exercise plan for the health department 				
		<ol style="list-style-type: none"> Participates in training and exercise planning workshops 				
		<ol style="list-style-type: none"> Develops After Action Reports (AARs) and Improvement Plans (IPs) after each event/exercise and incorporates Corrective Action Plan (CAP) based on lessons learned during the event/exercise 				
		<ol style="list-style-type: none"> Documents the local health department staff's participation in exercises and drills 				

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	Cultural Competency	1. Provides culturally competent public health emergency preparedness information <ul style="list-style-type: none"> · Respects cultural diversity · Recognizes cultural and ethnic influence on public health preparedness and communication · Incorporates cultural and ethnic considerations into emergency preparedness and planning · Incorporates cultural/ethnic groups in planning process 				
		2. Employs appropriate strategies to ensure accuracy of communication in emergency planning and response when client barriers are identified				